Copyrighted materials from third party source identified by Requestor

If third party requests payment, license agreement should go to Purchasing

If third party provides their own agreement, submit to OUC for review

Requestor notifies appropriate Medical or Staff Leader of intent to use copyrighted material

If approved, Requestor fills out appropriate third party Consent Form*

Consent Form, source material and proposed use submitted to OUC**

Medical or Staff Leader approves or denies request to move forward and notifies Requestor

Consent Form signed by Medical or Staff Leader

Requestor sends Consent Form to third party for approval

Requestor sends Consent Form and any questions or comments from third party to OUC

Requestor able to use copyrighted materials; if necessary, Requestor sends OUC approval to pertinent UNM parties (IT for build in the EMR, the IRB for research, etc.)

Requestor notifies of approval/uploads to Smartsheet

OUC reviews submission for completeness and approves form to be sent to third party

OUC reviews questions/comments and executed Consent Form

*Third-Party Consent Forms: Templates found at https://counsel.unm.edu/resources/copyright-matters.html

**OUC Smartsheet Submission Link: https://app.smartsheet.com/b/form/b8e3587d880a486bae70e513802f1a32